

General Relief (GR) Program Guide (PG) Letter 50

December 9, 2008

Subject	INDIVIDUALS RECEIVING SERVICES FROM A CASE MANAGEMENT FACILITY (CMF) BUT NOT RESIDING IN THE FACILITY
Effective Date	Upon receipt.
References	County Policy.
Purpose	The purpose of this SN is to provide updated instructions for individuals who are receiving services from a CMF, but do not reside in the facility.
Background	GRPG 90-500.2.O has been interpreted to mean that individuals who are receiving services from a CMF are ineligible to GR when all of their needs are being met by the facility.
Changes	This letter is being issued to clarify that these individuals are potentially eligible for GR when they are not residing in the facility. These individuals are receiving services, but live in the community. While they are potentially eligible for GR, all in-kind income received from the facility for a full item of need will be counted against the GR grant.
Required Action	When an applicant/recipient reports being a recipient of services from a CMF, but are not residing in the facility (for example, IMPACT), the worker must evaluate the individual for potential eligibility for GR. Any in-kind income that the individual receives from the facility for a full item of need must be counted against the GR grant.
Forms Impact	There is no impact to forms with the changes in this letter.
Automation Impact	<ul style="list-style-type: none">• If the individual is not a resident of the facility, use the individual's actual address, not the facility address on the Collect Individual Address Detail window.

- The individual's actual living situation must be entered on the **Collect Individual Attributes Detail** window, Living Arrangement tab.
 - Any in-kind income for a full item of need that he/she receives must be entered on the **Collect Inkind Income Detail** window.
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Quality Assurance Impact

Effective with the January 2009 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this SN.

Summary of Changes

The table below shows the changes to the GRPG.

Section	Changes
90-500.2.O	Updated section to include the revised procedures.

Manager Approval

ORIGINAL SIGNED BY:

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Strategic Planning and Operational Support
